PROGRAM EVALUATION

A. All newly proposed programs must contain a program evaluation and be subject to the following:

1. The goals and objectives of the program must be stated in clear and concise performance terms.

2. A detailed budget must be provided for the first year of operation and estimated budgets for the second and third years, including need for personnel, space requirements, and basic supply items.

3. Methods of measurement shall include a listing of proposed evaluation instruments and a description of their application.

4. Means for collection of data must be described, noting any indicators for determination of goal attainment.

5. Steps for the implementation of the program must be shown, including a time line that best provides for the completion of activities.

6. Any need for additional support must be indicated.

B. All proposals shall be submitted to the director of planning and evaluation for review of the evaluation component. They will then be transmitted to the superintendent of schools for his approval before being forwarded for approval of the Board of Education.

C. As existing programs are reviewed, if lacking a satisfactory program evaluation, they will be subject to the steps indicated above.

ADMINISTRATION REGULATION

Approved: February 18, 1986